



REHABILITATION THERAPIST, STATE FACILITIES (RECREATION)
Examination Announcement

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS -
VETERANS HOMES OF CALIFORNIA

DEPARTMENTAL OPEN SPOT EXAMINATION FOR THE FOLLOWING LOCATIONS IN SOUTHERN CALIFORNIA:
Veterans Homes of California – Barstow, Lancaster, Ventura, West Los Angeles

FINAL FILING DATE: CONTINUOUS TESTING AND FILING

THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS FOR THIS CLASS AND LOCATIONS

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation
WHO SHOULD APPLY:	Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.
HOW TO APPLY:	<p>The testing office will accept Examination Applications (STD. Form 678) continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged.</p> <p>Submit an Examination Application (STD. Form 678) to the address listed below:</p> <p>California Department of Veterans Affairs Attn: GLAVC Exams 1227 O Street Room 404 Sacramento, California 95814</p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p>
SALARY RANGE	Range U: \$5,408 - \$6,064
APPLICATION REQUIREMENTS	<p>All applicants must meet the education and/or experience requirements for this examination at the time they file their application.</p> <p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: All applications/resumes must include: "to" and "from" date (month/day/year); time base; and class title. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Equivalent to graduation from a recognized college with major work in therapeutic recreation, or in recreation with an emphasis in therapeutic recreation, or certification as a registered recreator with specialization in therapeutic recreation by the California Board of Park and Recreation personnel, or the National Therapeutic Recreation Society, or eligibility for such certification.(Registration as a senior in a recognized institution will admit applicants into the exam, but they must produce evidence of graduation or its equivalent before being considered eligible for appointment.) <u>And</u></p> <p>Completion of an approved clinical internship in the appropriate rehabilitation specialty in an approved hospital or rehabilitation center affiliated with the college. (Individuals who are registered or certified with the appropriate therapy association but who have not completed a clinical internship because it was not a component of the academic program at the time are required to have completed a minimum of two years' full-time paid experience in a clinical, residential, or community-based setting after receipt of the required degree to be admitted into the exam.)</p>
SPECIAL REQUIREMENTS	Objective and sympathetic understanding of the mentally, physically, developmentally, or geriatric disabled; tolerance; tact; and emotional stability.
DRUG TESTING REQUIREMENT	Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION



THE POSITION	The position uses self-motivating, recreational activities to improve functioning and independence as well as to reduce or eliminate the effects of illness or disability and to restore, remediate, or rehabilitate motor skills, social skills, sensory functioning, and acceptable social behavior; and provides resident recreation and leisure counseling to enable the patient/resident to appropriately manage his/her leisure lifestyle.
EXAMINATION PLAN	<p>This examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.</p> <p>Qualifications Appraisal – Weighted 100%</p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
EXAM LOCATION	It is anticipated that exam interviews will be held in Barstow, Lancaster, Ventura, and/or West Los Angeles
KNOWLEDGE AND ABILITIES	<p>Scope of Examination:</p> <p>A: Knowledge of:</p> <ol style="list-style-type: none">1. State and Federal standards and regulations governing activity programs in health care facilities2. Principles, procedures, techniques, trends and literature of rehabilitation services, especially those relating to mental, physical, developmental or geriatric disabilities in order to meet rehabilitation therapy responsibilities3. Process of restoration, maintenance, development of capabilities, principles of mental health education in order to aid in the development of treatment plans and determine appropriate rehabilitative objectives4. Scope and activities of private and public health and welfare agencies to enhance level of resident welfare5. Characteristics of mental, emotional, physical and developmental disorders, current trends in mental health, public health and public welfare to identify resident needs and make appropriate recommendations <p>B. Ability to:</p> <ol style="list-style-type: none">1. Utilize and effectively apply required technical knowledge of rehabilitative therapy in order to provide appropriate care2. Establish and maintain the confidence and cooperation of persons contacted in the workplace in order to enhance the quality of professional working relationships3. Secure accurate clinical data and record such data systematically in order to provide accurate documentation of resident history, problems, progress, etc4. Compose clear, accurate, and concise reports in order to communicate findings, enhance therapy, and comply with departmental policies and procedures5. Interpret statistical data in order to identify resident needs and make appropriate recommendations6. Analyze situations accurately to provide appropriate recommendations and take effective action7. Communicate effectively in order to facilitate the exchange of idea and information as appropriate
ELIGIBLE LIST INFORMATION	Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 24 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Homes of Barstow, Lancaster, Ventura, and West Los Angeles.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application". You will be contacted to make special arrangements.
VETERANS PREFERENCE POINTS / CAREER CREDITS	Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Career credits will not be granted in this examination.



GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and widows of veterans; 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
(916) 653-1966

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS